

Section 10.6 FUNCTIONS MENU

Equipment Rate Adjustment

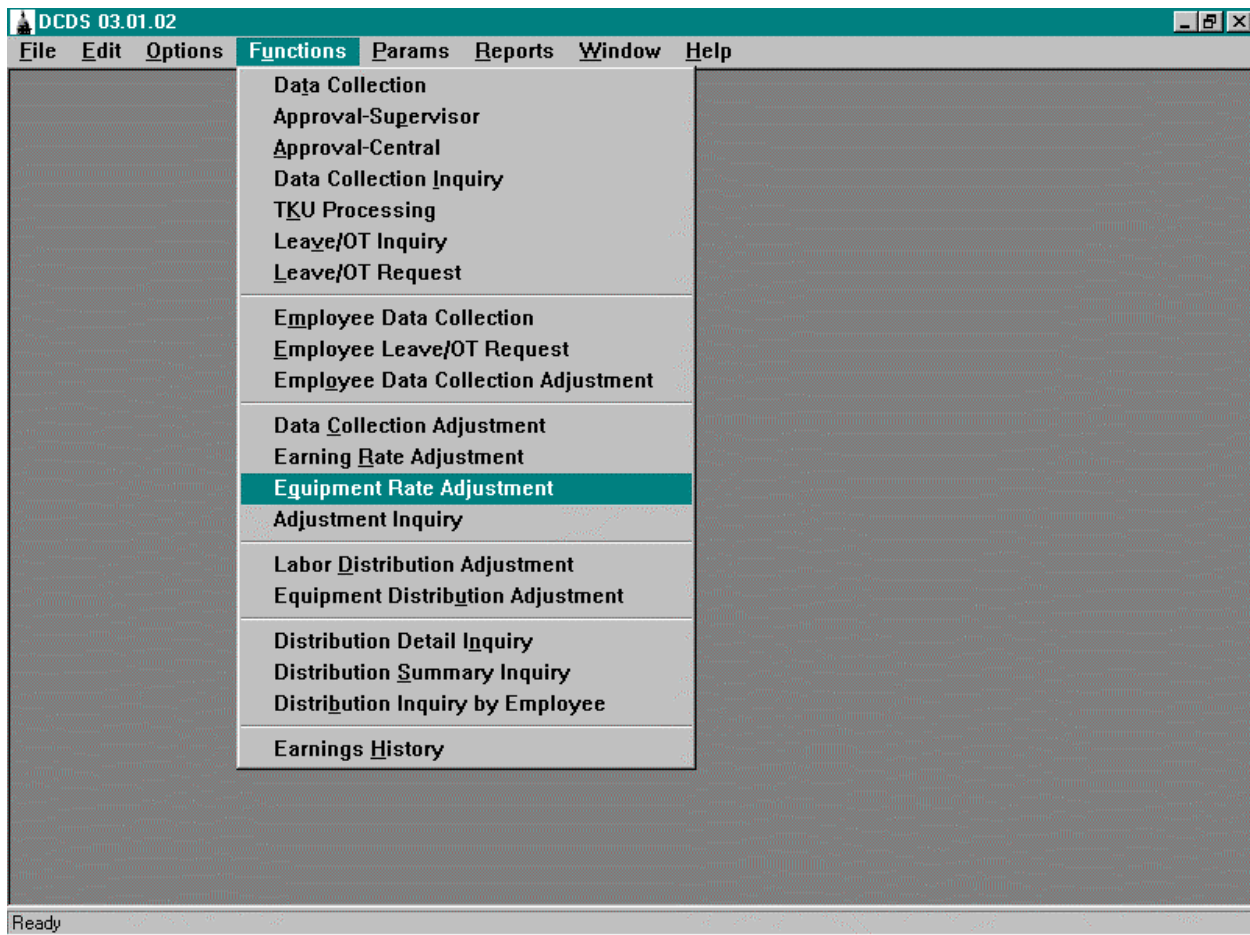
Purpose	This section describes the procedures to request a change in the cost per mile or hour for equipment usage charged to accounts, projects, routes, etc. by using the Equipment Rate Adjustment window. An equipment rate adjustment offers the ability to adjust the year to date charges to a corrected rate.
Window Name	Equipment Rate Adjustment
Reminders	<ol style="list-style-type: none">1. The Equipment Rate Adjustment window is accessed through the Functions, Equipment Rate Adjustment items on the menu bar.2. An adjustment may occur as a result of an agency charging various accounts, projects, etc. for equipment usage using the prior year's actual equipment costs per mile/hour. This process allows managers to use budgets to approximate how much they have left throughout the year and/or allow averaging of different vehicle costs. When the equipment costs are added and the actual rates per mile/hour are calculated for that fiscal year, all accounts with equipment usage charges can be adjusted to reflect what usage charges would have been if the actual equipment rate had been used.3. The Equipment Rate Adjustment window consists of the following tabs:<ul style="list-style-type: none">■ Selection - Allows user to select a previously entered rate change request to update or delete. The Selection tab consists of a Selection Criteria window and Selection List window. Once the Selection Criteria is selected or entered and the Select button clicked data can be highlighted and deleted or the Equipment Detail tab can be clicked to enter a change. To enter a new request, click the New button and the Equipment Detail window will be displayed. If changing or deleting more than one adjustment, highlight several rows in the Selection List window, then the Next button can be used from the Equipment Detail window. <p><i>Continued</i></p>

Equipment Rate Adjustment

Reminders (Continued)	<ul style="list-style-type: none"> ■ Equipment Detail - Allows user to enter, update or delete a rate change. This window displays for previously entered requests when the Selection Criteria has been entered and a row is highlighted in the Selection List window. The Equipment Detail <u>bottom</u> tab is automatically activated when the highlighted row is selected or when the New button is clicked. For a new change the minimum required entry data is Department, Agency, Equipment Group or Equipment Number, Start Date and End Date. The Equipment and/or Equipment Group Numbers must be valid in the dropdown before an adjustment can be processed. The following bottom tabs are activated when the Select button is clicked: <ul style="list-style-type: none"> ■ Distribution - Displays a list of the distribution detail (amounts and coding block data) that are affected by the equipment rate change and processed through the R★STARS system (Relational Standard Accounting and Reporting System). ■ Errors - Displays errors in the coding block data found during the validation process. ■ Comments - Allows user to enter any comments associated with the equipment rate changes. These comments are stored with each detail transaction. 4. When making an adjustment to a previously entered change, the Equipment Detail window displays the detail that has already been entered. This adjustment may be changed numerous times as long as the adjustment has NOT been submitted, approved or released. 5. Once a rate adjustment has been submitted, no further changes can be made until the adjustment has been approved and sent to R★STARS. The adjustment will display in the Selection List window with a status of PROC. A new adjustment can then be entered for that equipment group/number, if necessary. If the same start and end dates are involved, the new adjustment will overwrite the previous adjustment. 6. When the new equipment rates are submitted, they are sent to R★STARS and transactions are created. These transactions are posted to R★STARS nightly. The new equipment rates take effect once the transactions are posted. The transactions may be viewed on the Detail Transaction List window, by clicking on the Equipment Detail top tab, then on the Distribution bottom tab.
References	No Specific References

Main Menu

To display the Equipment Rate Adjustment window, select the Functions menu item from the Menu bar and click on the Equipment Rate Adjustment menu item.



Selection Tab

The following window is displayed when Functions, Equipment Rate Adjustment is selected from the Menu bar. The steps are described on the following page.

The screenshot shows the 'DCDS' application window with the 'Equipment Rate Adjustments' sub-window. The 'Selection' tab is active. The 'Selection Criteria' section contains several input fields: 'Dept' (01), 'Agy' (2), 'User Id' (3), 'Equip Group' (4), 'Equip No' (5), 'Adj Number' (6), and 'Status' (7). A 'Select' button (8) is to the right. Below is the 'Selection List' (9) table with columns: Equipment Group, Equipment Number, Adjustment No, Start Date, End Date, User Id, and Status. The table is currently empty. At the bottom are buttons for '<=>', 'Submit', 'New', 'Delete', 'Save', and 'Close'. The status bar at the very bottom says 'Ready'.

Equipment Group	Equipment Number	Adjustment No	Start Date	End Date	User Id	Status
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DCDS Input Procedures

Selection Tab (Selection Criteria)

Follow the steps below to enter the selection criteria information.

Step	Field Name	Action
1	Dept	Select the appropriate department number from the dropdown list or enter the department number.
2	Agy	Select the appropriate agency number from the dropdown list or enter the agency number.
3	User ID	Enter the User ID.
4	Equip Group	Select the appropriate equipment group from the dropdown list or enter the code. Note: Only valid equipment group codes display in the dropdown list. Valid equipment group codes are defined in <u>P</u> arams, <u>F</u> inancial Data, <u>E</u> - Equipment/Equipment Rate menu items, <i>see Section 13.5</i> .
5	Equip No	Select the appropriate equipment number from the dropdown list or enter the number. Note: Only valid equipment numbers display in the dropdown list. Valid equipment numbers are defined <u>P</u> arams, <u>F</u> inancial Data, <u>E</u> - Equipment/Equipment Rate menu items, <i>see Section 13.5</i> .
6	Adj Number	Enter the adjustment number to display an existing rate change request.
7	Status	Select the status of the adjustment from the dropdown list or enter the appropriate code. Available codes are: <ul style="list-style-type: none"> ■ SUBM ■ APPR ■ PROC
8	Select Button	Click on the Select button located in the top right hand corner of the window (or press Alt + L). A list of adjustments will appear in the Selection List window based on the selection criteria.
9	Selection List window	Highlight a row in the Selection List window and click on the Equipment Detail tab to display the Equipment Detail window.

Selection Tab (Selection List)

The following information is displayed:

Field Name	Description
Equipment Group	The equipment group number assigned to specific groups of equipment (i.e. trucks, cars etc.).
Equipment Number	The equipment number assigned to a specific piece of equipment.
Adjustment No	The adjustment number which identifies a specific adjustment.
Start Date	The start date of the rate change.
End Date	The end date of the rate change.
User ID	The user ID of the person who entered the rate change.
Status	The status of the adjustment.

DCDS Input Procedures Equipment Rate Adjustment

Follow the steps below to add, update, or delete Equipment Rate Adjustment data.

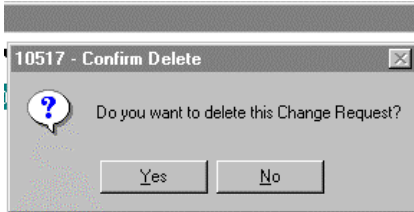
Add Equipment Rate Adjustment

	New Button	<p>Click on the New button located at the bottom of the window (or press Alt + N). This displays the Equipment Detail window to add a new adjustment.</p> <p>Note: When the New button is selected, the next adjustment number is generated for the new equipment rate change.</p>
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Update Equipment Rate Adjustment

	Equipment Detail Tab	<p>Enter the required selection criteria and click the Select button. Highlight the adjustment in the Selection List window to be updated.</p> <p>Click on the Equipment Detail tab. This displays the Equipment Detail window to update adjustment data.</p>
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Delete Equipment Rate Adjustment

	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the adjustment to be deleted in the Selection List window.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). The following pop-up window is displayed:</p>  <p>Click the Yes button to delete or the No button to remove the window.</p> <p>Note: An adjustment that has been submitted cannot be deleted.</p>
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Equipment Detail Tab (Equip Detail Bottom Tab)

The following window is displayed when the Equipment Detail Tab is selected. The same window is displayed with blank fields when the **New** button is selected. The steps are described on the following pages.


The screenshot shows the 'DCDS' window with the 'Equipment Rate Adjustments' title bar. The 'Selection' tab is active, and the 'Equipment Detail' sub-tab is selected. The 'Adjustment Number: 1057' and 'Status:' are displayed. The 'Equipment Detail' section contains the following fields:

Department: (1) [] [v]	Agency: (2) [01] [v]
Group Code: (3) [001] [v]	OR Equipment Number: (4) [] [v]
Start Date: (5) [1/01/1996]	End Date: (6) [02/02/1996]
Unit Rate: (7) [0.00]	Mileage Rate: (8) [0.00]
UnChanged: (9) []	UnChanged: (9) [x]
Effective Date: (10) [2/1996]	

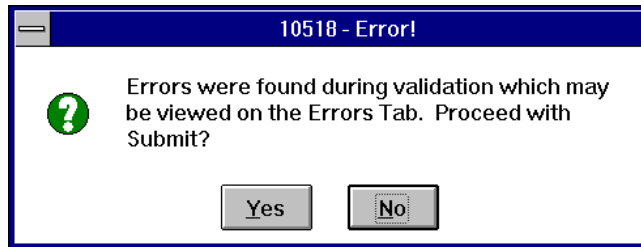
At the bottom, there are tabs for 'Equip Detail', 'Distribution', 'Errors', and 'Comments'. Below the tabs are buttons: '<=' (12), '>=' (13), 'Submit', 'New', 'Delete', 'Save' (11), and 'Close'. The status bar at the bottom left shows 'Ready'.

Equipment Detail (Equip Detail Bottom Tab)

Follow the steps below to enter rate adjustment data.

Step	Field Name	Action
1	Department	Select or enter the department number from the dropdown list.
2	Agency	Select or enter the agency number from the dropdown list.
3	Group Code	Select or enter the group code from the dropdown list.
4	Equipment Number	Select or enter the equipment number from the dropdown list.
5	Start Date	Enter the start date of the rate change.
6	End Date	Enter the end date of the rate change.
7	Unit Rate	Enter the unit rate, if applicable.
8	Mileage Rate	Enter the mileage rate, if applicable.
9	Unchanged	Click the unchanged box, if the rate is not being adjusted.
10	Effective Date	Enter the effective date of the new rate.
11	Save Button	To save all adjustment information entered, click on the Save button (or press Alt + S). Note: The information that is saved may be updated until it is submitted.
12		Click on the 'Next' button to display the next highlighted data from the Selection List.

Equipment Detail (Equip Detail Bottom Tab)

Step	Field Name	Action
13	Submit button	<p>If the adjustment is ready to be submitted, click on the Submit button located at the bottom of the window (or press Alt + M).</p> <p>Validation occurs when the adjustment is saved and/or submitted. The following message displays when errors are found. Click Yes to proceed with the submission. Click No to cancel the action.</p> <div data-bbox="670 724 1307 968"></div> <p>Click the Errors bottom tab to view the errors. Any errors found do not prevent the adjustment from being submitted.</p> <p>To enter comments for an adjustment, click on the Comments bottom tab.</p>

Equipment Detail Tab (Distribution Bottom Tab)

The Detail Transaction List window is displayed when the Distribution bottom tab is selected. The Detail Transaction List window displays the transaction(s) that are sent to R★STARS when the equipment rate adjustment is submitted. This window allows the user to check the difference between the original and new amount (these amounts are displayed on the bottom of the window). The fields displayed are described on the following page.

DCDS

File Edit Options Functions Params Reports Window Help

Equipment Rate Adjustments

Selection **Equipment Detail**

Adjustment Number: 1 Status:

Detail Transaction List										
No.	Original Amount	New Amount	Group Code	Equipment Number						
			AY Index PCA	Grant Ph AG1 Project Ph AG2 AG3 Multi						
1	\$5.00	\$60.00	AL	111111111111111111						
			96 index pca01	grantr ph ac11 projec ph ac22 ac3333 multipurpo						
2	\$6.00	\$28.00	AL	111111111111111111						
			96 index pca01	grantr ph ac11 projec ph ac22 ac3333 multipurpo						

Transaction Count: 2 Orig Amount: \$11.00 New Amount: \$88.00 Difference: \$77.00

Equip Detail **Distribution** Errors Comments

<=> Submit New Delete Save Close

Ready

Distribution Bottom Tab

The following information is displayed:

Field Name	Description
No.	The sequential number assigned to a transaction due to an equipment rate adjustment.
Original Amount	The original transaction amount.
New Amount	The new transaction amount.
Group Code	The equipment group code.
Equipment Number	The equipment number.
AY	The Appropriation year reported for a specific equipment group or equipment number.
Coding Block Element	The coding block elements applicable to the adjustment.
<i>Rate Change Summary Information (displayed on the bottom of the window)</i>	
Note: A minus sign (-) displays in front of the amount to indicate it is a negative number.	
Transaction Count	The transaction count of all the transactions affected by the rate change.
Original Amount	The original total amount of all the transactions.
New Amount	The new total amount for all the transactions.
Difference	The difference between the original amount and the new amount.

Errors Bottom Tab

The Errors window is displayed when the Errors bottom tab is selected. This window displays invalid coding block elements that have been found during the validation process. Invalid elements display if a coding block has been changed or deleted since the time the original transaction was made and the equipment rate adjustment was submitted. Any errors found do not prevent the adjustment from being submitted. The validation process occurs when the adjustment is saved and/or submitted. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-window titled "Equipment Rate Adjustments". Inside, there are tabs for "Selection" and "Equipment Detail". The "Equipment Detail" tab is active, showing "Adjustment Number: 1" and "Status:". Below this is a section titled "Errors" containing a table with two columns: "No" and "Error Code Description". The table lists two errors, both with error code "10149" and description "Index Code Invalid.". At the bottom of the window, there are tabs for "Equip Detail", "Distribution", "Errors" (which is selected), and "Comments". Below these tabs are buttons for "<=", ">=", "Submit", "New", "Delete", "Save", and "Close". The status bar at the very bottom reads "Ready".

No	Error Code	Description
1	10149	Index Code Invalid.
2	10149	Index Code Invalid.

Errors Bottom Tab

The following information is displayed:

Field Name	Description
No.	The sequential number assigned to a transaction which contains an error.
Error Code Description	Identification code of an error found during validation of the equipment rate change request.
Description	The reason the error occurred.

Comments Bottom Tab

The Comments window is displayed when the Comments bottom tab is selected. This window is provided to enter any comments associated with the equipment rate change request. These comments are stored with each detail transaction. Enter any comments and click the Save button, then click on the Equip Detail bottom tab to submit the adjustment.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Equipment Rate Adjustments" and contains two tabs: "Selection" and "Equipment Detail". The "Equipment Detail" tab is active, showing "Adjustment Number: 1" and "Status:". Below this is a "Comments" section with a text area containing the text "testing the save of comments". At the bottom of the window are four tabs: "Equip Detail", "Distribution", "Errors", and "Comments". The "Comments" tab is selected. Below the tabs are buttons for "<=", ">=", "Submit", "New", "Delete", "Save", and "Close". The status bar at the bottom left shows "Ready".